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| Attendance Monitoring Appeal Form |

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| General Information |
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| Surname/Family Name |       |
| First Name(s) |       |
| Student ID Number |       |
| School (please select from the drop down menu) | Please select |
| Course |       |
| Have you sought advice from the Students’ Union Advice Centre when completing this form?  | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| Have you read the [Attendance Monitoring Procedure?](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) | [ ]  Yes | [ ]  No |  |

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| Grounds for Appeal |

For your appeal to be considered you must select one or more of the following grounds and provide independent evidence to support your claim.

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| [ ]  | You can demonstrate that a material irregularity has occurred during the process that lead to your withdrawal/interruption; |
| [ ]  | You have extenuating circumstances, which can be independently evidenced, which for good reason you could not tell us about before the decision was made. |

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| Date  |

What was the date of the withdrawal/interruption decision?

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|  Click or tap to enter a date. |

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| Details of Appeal |

Please give full details of your case, in chronological order, in the box below. Please include details of all the issues that occurred, when and how they impacted on you and why you were unable to disclose this information during the earlier procedures

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| Date(s) | Details |
|       |       |

If your appeal is being submitted after the deadline (10 working days from the date that the school informed you of your withdrawal/interruption), you will need to explain why and provide independent evidence to demonstrate good reason why your appeal is late.

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| Evidence Please see our [supporting information guide here](https://www.hud.ac.uk/media/assets/document/registry/forms/UniveristyofHuddersfieldSupportingEvidenceGuide21-22FINAL.pdf) |

Please list all the evidence/information you are attaching to your appeal

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| Declaration  |

Please ensure that you have completed all relevant sections of this form.

Failure to complete this form correctly and submit evidence promptly may delay the process of your appeal or your appeal may not be upheld. Please submit your form and evidence by email, as attachments, to RegistryAttendanceMonitoring@hud.ac.uk

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| Signed:       | Date:       |

Please note that we are able to accept electronic signatures, you are not required to print, sign and scan your appeal form.